



Use this form to request a copy of student records held by Division of Professional Licensure (DPL) or student records formerly held by the Department of Elementary and Secondary Education. This form should not be used if you are requesting student records from a closed school for which DPL is not the record holder. Please consult DPL's list of closed schools to find the name of the correct record holder at <https://www.mass.gov/service-details/closed-schools-and-student-records-office-of-private-occupational-school-education>.

DPL will make every effort to complete this request within thirty (30) days. Please note that while DPL may hold some closed school's student records, DPL only has those records provided by the school at the time of its closure; therefore, DPL cannot guarantee that your student records are available. You will be notified if your records cannot be located.

Student Signature: _____ **Date:** _____

